



An excellent opportunity for an experienced HR professional

VACANCY: PART-TIME HUMAN RESOURCES MANAGER, 2 DAYS PER WEEK 9 MONTHS MATERNITY COVER, TO COMMENCE IN MID APRIL

THE BUSINESS

The General Osteopathic Council (GOsC) is the UK-wide statutory body established by the Osteopaths Act 1993. The GOsC's primary statutory duty is to regulate and develop the profession of osteopathy throughout England, Northern Ireland, Scotland and Wales.

Since May 2000, the osteopathic title has been protected by law and it is a criminal offence for anyone to describe themselves as any kind of osteopath unless they are registered with the GOsC.

THE ENVIRONMENT

We are a small organisation of 25 staff who work closely together as a team to achieve the overall goals of the GOsC. Our work environment is open plan and friendly. We are committed to achieving the highest standards and to providing a professional service to all key stakeholders.

HUMAN RESOURCES

The Human Resources Manager is a part-time stand-alone role reporting to the Chief Executive. Responsible for managing the provision of a comprehensive Human Resources service to the Chief Executive, Senior Management, Managers and members of staff.

THE POSITION

The responsibilities for this position include:

- Employee relations and management of information
- Central management of learning and development for staff and members of Council and Committees
- Central management of recruitment and selection, including the appointment process of Council and Committees, both statutory and non-statutory
- Project management and launch of new initiatives
- Human Resources strategy
- From Autumn 2012 the GOsC will take over responsibility for making appointments to its Council, from the Appointments Commission. The successful candidate will need, with the Chief Executive, to help develop the new appointments process.

THE IDEAL CANDIDATE will:

- Be able to work with a large degree of autonomy
- Be able to determine direction and detail of all HR policy and practices
- Be able to manage and facilitate decision making for all employee relations situations up to and including dismissal
- Be able to analyse risk impact of HR decisions/projects affecting the organisation and make recommendations
- Be able to negotiate terms of contracts and costs
- Be CIPD qualified

HOW TO APPLY

If you are interested in applying for this position please email your CV and a covering letter to achadwick@osteopathy.org.uk and if you would like any further information about this position please contact Amanda Chadwick, Human Resources Manager on 020 7357 6655 ext 252.

For more information on the work of the GOsC visit www.osteopathy.org.uk.

Closing date for applications is 17 February 2012

The General Osteopathic Council is committed to ensuring that all our activities, both as a regulator and employer, support and promote equality and diversity.